

## **SECTION 600.00 TERM AGREEMENTS**

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## **SECTION 600.00 – TERM AGREEMENTS**

The purpose of Term Agreements is for the department to pre-select qualified Consultants who will be available to perform services as the need arises. These agreements are for specific, well-defined, and narrow-focused work.

The department maintains a list of consulting firms who have Term Agreements. The FHWA has also approved the utilization of this list of consultants on local projects. The department does not intend that qualified local consultants who are not on the list, be shut out from proposing on local projects. If local agencies feel that qualified firms are not on ITD's list, then the open solicitation and selection process should be used.

Under Term Agreements, no single Work Task shall exceed \$250,000, and all of the Work Tasks under one project assigned to a specific Consultant shall not exceed \$250,000. Accumulated Work Tasks associated with a Term Agreement cannot exceed \$750,000 in the aggregate for the term period without prior approval by the Idaho Transportation Board.

Projects or Work Task fees that are expected to exceed \$250,000 shall use the individual project solicitation and consultant selection process rather than a Term Agreement.

## **SECTION 610.00 – PRE-QUALIFIED SERVICES**

Consultants can be selected to satisfy each District's workload for both state highway and local projects for the following categories of service:

- A. Bridges & Structures
  - A1. Design
  - A2. Inspection
  - A3. Hydraulics
- B. Roadway Design
  - B1. General Roadway Design
  - B2. Traffic Services
- C. Survey & Mapping
  - C1. Location survey
  - C2. Construction survey
  - C3. Land survey
  - C4. Global positioning survey(GPS)
  - C5. Aerial mapping
  - C6. Subsurface utility eng.
- D. Architecture
  - D1. Building design
  - D2. Building inspection
  - D3. Landscape design
  - D4. Interior design
  - D5. Mechanical design
  - D6. Electrical design
  - D7. Structural design/analysis

- E. Environmental
  - E1. General
    - E1a. Noise Studies
    - E1b. Air Quality Analysis
    - E1c. Wetlands
    - E1d. Water Quality Analysis
    - E1e. Biological Studies
  - E2. Archaeological/cultural
  - E3. Hazardous materials/waste
- F. Transportation Planning
  - F1. Public involvement
  - F2. Public relations
  - F3. Public opinion research
  - F4. Photography
  - F5. Videography
  - F6. Graphic arts
  - F7. Studies and plans
  - F8. GIS Planning & Mapping
- G. Construction Engineering/Inspection
  - G1. Project management
  - G2. Partnering
  - G3. Value engineering
  - G4. Claims Analysis
  - G5. Audit
  - G6. Construction Inspection
  - G7. Construction Materials Testing
- H. Geotechnical/Materials
  - H1. Project development
    - H1a. Materials report phase 1
    - H1b. Materials report phase 2
    - H1c. Materials report phase 3
    - H1d. Materials report phase 4
    - H1e. Materials report phase 5
    - H1f. Pavement rehabilitation
    - H1g. Geotechnical Engineering
  - H2. Subservice Investigation
    - H2a. Drilling & sampling
    - H2b. Exploration supervision & analysis
  - H3. Materials Lab Testing
  - H4. Non-destructive testing for pavements
- J. Intelligent Transportation Services (ITS)
  - J1. ITS Planning
  - J2. ITS Design
  - J3. ITS Implementation/Deployment

Additional categories of service can be added should the continual need for Consultant services warrant it.

## **SECTION 620.00 – GENERAL PROCEDURES**

The Term Agreement is a list of consultants that have been pre-qualified through the qualification-based selection process. Every two years, the CAU invites consultants to propose for the Term Agreement. The solicitation follows the same format as individual project solicitations.

Work Tasks under the Term Agreements format do not require Board approval.

There are enough on-going changes in the consultant industry that make it appropriate to solicit a new Term Agreement every two to three years. Standard Term Agreements shall be for a two-year period with the right to renew for an additional two-year period. Once new Term Agreements are in place, existing Term Agreements can be terminated.

Consultants on the Term Agreement are required to update their overhead on a yearly basis. Overhead Guidelines can be obtained from the Consultant Administration Unit (CAU).

The CAU shall administer the procurement and utilization of Term Agreements.

## **SECTION 630.00 – REQUESTING CONSULTANT SERVICES**

When services are desired under the Term Agreement format, an [ITD-2760](#), Request for Consultant Services, shall be completed, and sent to the CAU for processing.

The Consultant Administration Manager (CAM) will coordinate with the originating party to select a qualified Consultant for the Work Task. If more than one firm is equally qualified, then the overall work loads are examined and the qualified Consultant with the least existing work with the department, including local projects, shall be selected.

## **SECTION 640.00 – WORK TASK ADMINISTRATION**

After approval of the request, the originating party will contact the recommended Consultant and determine whether the Consultant is available to perform the work.

Negotiations and Agreement Management should be similar to Consultant Agreements per [Section 400](#) and [500](#) of this manual. Should the first Consultant not be available or not be able to negotiate a satisfactory agreement, then another qualified Consultant will be contacted and so on until a satisfactory agreement is negotiated. The CAU will work with the originating party and the Consultant chosen to see that the Work Task is set up in a manner that best serves the party needing the service. The administration of Consultant Agreements should be used as the basic guide for administering Work Tasks. See Section 500.00 - Agreement Administration.